



<https://govhelp.in/job/hotstar-recruitment-2023-jobs-near-me-office-manager-post/>

Hotstar Recruitment 2023 – Jobs Near Me – Office Manager Post

Job Location

India
Remote work from: India

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Base Salary

USD. 12,500 - USD. 18,500

Qualifications

Graduate, 12Th Passed

Employment Type

Full-time

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Description

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The Office Manager is responsible for the smooth and efficient operation of the office.

Hotstar Careers

Responsibilities:

- First point of contact for visitors and clients
- Organisation and coordination of office activities
- Coordination of office supplies
- Extend job offers
- Coordination of office maintenance

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Hotstar Jobs Near Me

Qualifications:

- Bachelor's degree
- 3+ years of experience in an administrative
- Strong organisational skills and attention to detail

Excellent communication skills, both written

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Hiring organization

Hotstar

Date posted

April 26, 2023

Valid through

31.12.2025

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